



State of Tennessee
Department of Children's Services

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: September 4, 2007
SUBJECT: New and Revised Policies and Updates

Below is a listing of new/revised policies and policy related updates. **As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy. Some policy numbers or titles may have changed depending on integration with other policies, deletion of policies, etc.** Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

Beginning September 1, **ALL** new and revised forms will be announced on this same list whether or not they are attached to policies and procedures. Forms attached to the policies listed will continue to be listed in the "Forms Associated with Policies and Procedures" section. Other new and revised forms will be announced at the bottom of this list. If forms are printed in quantity and stocked for convenience, please check for the current revision date. **All forms will eventually be updated into the new forms format.**

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Policy/ Form Number	Policy/Form/Other Item	Pol. Chpt	Effective/ Revision Date	**Forms Associated with Policies and Procedures	Summary of Policy Revisions/Forms/ Other Information
1.	16.56	Interdependent Living Direct Payment Allowance	16	08/15/07	CS- 0760 Notice of Denial, Termination or Change in DCS Voluntary Post Custody or Scholarship Services CS-0761 Program Review Request CS-0762 Interdependent Living Allowance Agreement	Policy Revision: Supersedes 16.57, 09/01/05; Requires major policy review.

2.	CS-0117	Inspection Checklist for Offices and Facilities		08/07		Replaces forms CS-0117 and CS-0190
3.	CS-0776	In-Out Guide		08/07		Replaces In/Out Card
4.	CS-0777	Family Functional Assessment II and Guide		09/07		Replaces the Family Functional Assessment Web Application

Please Note:

The current version of forms listed above is posted on the DCS Intranet "Forms" web page. Please disregard all previous versions prior to the date listed on the form. Forms may not be altered without prior approval. You can search the forms web page for a particular form by accessing "Forms" from the menu on the left of the Intranet home page; Select "Edit"; "Find (on this page)". Enter the form number, title or a portion of the title in the drop down "Find" box.